



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Research and Development.

Agency: Research and Development		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-201	RESEARCH PROJECTS Research projects are primarily funded by federal State Planning Research (SPR Part II) funds and are conducted by INDOT staff and faculty through the Joint Transportation Research Program (JTRP). A typical research project consists of the following types of electronic records: a Study Proposal and Final Report. These documents include a problem statement, work plan, deliverables, reporting plan, work time schedule, cost estimate, research team, and findings and conclusions. As federal funds are involved, electronic copies of the final report are sent to multiple record depositories as required by legislative authority and current Federal Highway Administration (FHWA) regulations.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, three (3) years after completion of the project. MAINTAIN agency copy of electronic records permanently for agency reference use.